

# HIPAA ANNUAL TRAINING GUIDE

Refresher Guide

**[JKO WEB PAGE](https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam)**

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

**JKO Screen Shots Follow**



**SYSTEM ADVISORY**  
JKO will be unavailable on Monday, 8 June 2015,  
from 0900-1030 ET due to scheduled maintenance.

**DoD Warning Banner**

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Ok

Login

Username:

Password:

Login

[Forgot Username?](#) [Forgot Password?](#)


[Received a token? Click here.](#)

CAC Login

[Login using my CAC](#)



Follow the appropriate process.



JOINT KNOWLEDGE ONLINE

### Joint Knowledge Online

**DHA/MHS Training and access to the HIPAA course.**  
[Go to Defense Health Agency/Military Health System Education and Training](#)

#### Login Options

[Login with CAC \(Internet Explorer only\)](#)  
[Returning student, used CAC before but want a username/password login](#)

#### First Time Student, no CAC

[I have a .MIL, .GOV, .NPS.EDU or .DODEA.EDU address](#)  
[I do NOT have a .MIL, .GOV or .NDU.EDU address or I am a Multi-National Student](#)

#### JS-US007: Level I Antiterrorism Awareness Training

[CAC users click here and search for "antiterrorism" in the course catalog](#)  
[Non-CAC users click here](#) (i.e. Family Members, Dependents, Contractors w/o JKO Accounts)

**SEJPME is here!** ([Click to watch video](#))

#### Account/Login Assistance:

JKO Help Desk Monday - Friday 0700-2300 EST  
[jkohelpdesk@jten.mil](mailto:jkohelpdesk@jten.mil) or COMM: 757-203-5654, DSN: 668-5654

#### Login


Username:

Password:

[Forgot Username?](#) [Forgot Password?](#)  
[Received a token? Click here.](#)

#### CAC Login

[Login using my CAC](#)



JOINT KNOWLEDGE ONLINE

Or login with your CAC!

Once you are Logged in check  
your Organization setting in:

My Profile

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



# Education & Training



My Training Course Catalog Certificates Community WS\_My Profile

[My Profile](#) [Help](#) [Refresh](#)

## Alerts

| Start Date | Title                     | Description  | Details              |
|------------|---------------------------|--|----------------------|
| 11/17/2014 | Communities are her ... * | The Communities Tab above contains many topic-specific communities where users can go for resources, links, and (more) | <a href="#">view</a> |
| 11/17/2014 | New LMS Capability! *     | Training Coordinators may use alerts for their Organizations. Alerts serve as helpful reminders to users ab (more)     | <a href="#">view</a> |
| 4/30/2015  | CME Registration Ins ...  | In order to receive CME credit for the Self-paced learning modules you must first complete a one-time enro (more)      | <a href="#">view</a> |

\* Denotes a System Alert

## Training Information

### Military Health System



\*\* PRIVACY ACT AND HIPAA TRAINING - [COURSE#DHA-US001](#) AVAILABLE BEGINNING 1 JUNE 2015 \*\*

\*\* NEW TO JKO - PLEASE COMPLETE [AN INTRODUCTION TO JKO](#) \*\*

## Courses and Curricula

Shown below are courses and curricula which have been assigned to you by training staff or that you have enrolled in.

[Search](#)

[Clear Search](#)

| Course | Curriculum | Status | Due | Enrollment | Student |
|--------|------------|--------|-----|------------|---------|
|        |            |        |     |            |         |

Select My Profile

My Training Course Catalog Certificates Community WS\_My Profile WS\_My Profile

My Profile Help

RED label indicates a required field

Test Email

Personal Data

First Name: EDWARD

Middle Name: V

Last Name: AVANT

User Name: EDWARD.AVANT

Edipt: 1011773350

Country of Citizenship: UNITED STATES

Role: Student

Reset my Password

Career Information

Account Type: Government Service Civilian

Pay Grade: 11

Branch of Service: Army

Duty Station: ft carson

Organizations

Primary Organization: 2JKO -> MHS-Military Health System [Select Primary Organization](#)

Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association

Available (\* locked from joining)

2d MEB CHAP

2d MEB IMO

2d MEB J-1

2d MEB J-2

2d MEB J-3

2d MEB J-3 COPS

2d MEB J-3 FSC

Selected (\* locked from dropping)

Copy

Remove

Check your Primary Organization setting, if it is not:  
**EACH- MEDDAC FT CARSON**  
Click: Select Primary Organization

User Name: EDWARD AVANT

Edipt: 1011773350

Country of Citizenship: UNITED STATES

Career Information

Account Type: Government Service Civils

Pay Grade: Find an Organization

Branch of Service: Military Health

Duty Station: ft

Apply Filter Clear Filter

\* - Indicates Inactive Organization.

Organizations

Primary Organization

Secondary Organization

Audience Association

Available (\* locked fr

2d MEB CHAP

2d MEB IMO

2d MEB J-1

2d MEB J-2

2d MEB J-3

2d MEB J-3 COPS

2d MEB J-3 FEOC

4

Select Organization Cancel

Save Reset

1. In the search box type in:  
(Spelling Counts)  
**EACH- MEDDAC FT  
CARSON**  
(then apply filter)

2. Select:  
**EACH- MEDDAC FT  
CARSON**

❖ Click on select  
organization

User Name: EDWARD AVANT  
Edipi: 1011773350  
Country of Citizenship: UNITED STATES

Career Information  
Account Type: Government Service Civil  
Pay Grade: 11  
Branch of Service: Army  
Duty Station: ft carson

Organizations  
Primary Organization: xJKO -> MHS-Military Health System [Select Primary Organization](#)  
Secondary Organization: None Assigned [Add Secondary Organization](#)

Audience Association  
Available (\* locked from joining)  
2d MEB CHAP  
2d MEB IMO  
2d MEB J-1  
2d MEB J-2  
2d MEB J-3  
2d MEB J-3 COPS  
2d MEB J-3 FCO  
Selected (\* locked from dropping)  
Copy  
Remove

Contact Information  
Phone / Email Information:  
Business Email: edward.v.avant.civ@mail.mil

Save Reset

Last Modified By: EDWARD AVANT  
Last Modified on: 2015/06/02 10:10:06

VERY  
IMPORTANT  
CLICK SAVE !!!



This page contains dynamic content - Highest Possible Classification is UNCLASSIFIED//FOR OFFICIAL USE ONLY

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



# Education & Training



My Training

Course Catalog

Certificates

Community

WS\_My Profile

WS\_My Profile

My Profile Help

RED label indicates a required field

Test Email

## Personal Data

First Name: EDWARD

Middle Name: V

Last Name: AVANT

User Name: EDWARD.AVANT

Edipit: 1011773350

Country of Citizenship: UNITED STATES

Role: Student

my Password

## Career Information

Account Type: Government Service Civil

Pay Grade: 11

Branch of Service: Army

Duty Station: ft carson

## Organizations

Primary Organization: JKO -> MHS-Military Health System [Select Primary Organization](#)

Secondary Organization: None Assigned [Add Secondary Organization](#)

## Audience Association

Available (\* locked from joining)

2d MEB CHAP

2d MEB IMO

2d MEB J-1

2d MEB J-2

Selected (\* locked from dropping)

Copy

Go to the top of the My Profile page and Select Course Catalog

This page contains dynamic content - Highest Possible Classification is UNCLASSIFIED/FOR OFFICIAL USE ONLY

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout

# DHA Education & Training

My Training Course Catalog Certificates Community

My Profile Help Refresh

Courses Curricula

Browse Course Catalog.

You may browse the Course Catalog below. Use the input and selection fields above to filter and enter your results.

Search Clear Search

Results per Page: 10

| Partial Course #       | HIPAA  | Exclude Enrolled Courses: | <input type="checkbox"/> |
|------------------------|--|---------------------------|--------------------------|
| Course Number          | Title  | Course Status             |                          |
| 081SDL10-00CDL-0003    | <a href="#">Medical Profiles</a> Link                          | Enroll                    |                          |
| AFR-CMD-RM-100         | <a href="#">Records Management Training for ROs</a>            | Enroll                    |                          |
| AFR-CMD-RM-101         | <a href="#">NARA Records Management for Everyone</a> Link      | Enroll                    |                          |
| AFR-CMD-RM-103         | <a href="#">HP TRIM End User Training</a> Link                 | Enroll                    |                          |
| AFR-J7TNG-CR-ORD101    | <a href="#">AFRICOM Orders Writing 101</a> Link                |                           |                          |
| AFR-J7TNG-CR-ORD101T   | <a href="#">USAFRICOM Orders Writing 101 Test (.5 hr)</a> Link | Enroll                    |                          |
| AFR-J7TNG-DL-APC001    | <a href="#">APC 001: Joint Planning Overview</a> Link          | Enroll                    |                          |
| AFR-J7TNG-DL-APC002-14 | <a href="#">APC 002-14: Joint Operational Planning</a> Link    | Enroll                    |                          |
| AFR-J7TNG-DL-APC003    | <a href="#">APC 003: Security Cooperation</a> Link             | Enroll                    |                          |
| AFR-J7TNG-DL-APC004    | <a href="#">APC 004: Command and Control</a> Link              | Enroll                    |                          |

« 1 2 3 4 5 6 7 8 9 10 »

1. Type in: **HIPAA**  
(spelling counts!)

2. Then  
click  
search

Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



# Education & Training



Course Catalog

Certificates

Community

File Help Refresh

Courses

Browse Course Catalog.

You may browse the Course Catalog below. Use the search and selection fields above each column to filter your results.

Search

Clear Search

Results per Page: 10

| Partial Course # | HIPAA   | Exclude Enrolled Courses: | <input type="checkbox"/> |
|------------------|---|---------------------------|--------------------------|
| Course Number    | Title   | Course Status             |                          |
| DHA-US001        | <a href="#">HIPAA and Privacy Act Training</a> <small>Link</small>                              | Enroll                    |                          |
| DHA-US117        | <a href="#">AHLTA: Site HIPAA Audit of v3.3 Records (Virtual Classroom)</a> <small>Link</small> | Enroll                    |                          |

Contact the help desk at:

servicecenter@dha.mil • (800) 600-9332 • DSN 312-838-3000


"Train for the Mission...Educate for a Lifetime"

Select enroll,  
make sure course  
is  
HIPAA DHA-US001

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Welcome, EDWARD AVANT

DHA Education and Training Version 7.0 | Logout



# Education & Training



[My Training](#) [Course Catalog](#) [Certificates](#) [Community](#)

[My Profile](#) [Help](#)

[Courses](#) [Curricula](#)

Would you like to enroll in DHA-US001 -HIPAA and Privacy Act Training?

[Continue](#) [Cancel](#)

Browse Course Catalog

You may browse the

[Search](#)

|               |
|---------------|
| Course Number |
| DHA-US001     |
| DHA-US117     |

Contact the help desk at:  
[servicecenter@dha.mil](mailto:servicecenter@dha.mil) • (800) 600-9332 • DSN 312-838-3000

*"Train for the Mission...Educate for a Lifetime"*

Click Continue!

Click  
Launch.

# DHA Education & Training

My Training Course Catalog Certificates Community

My Profile Help Refresh

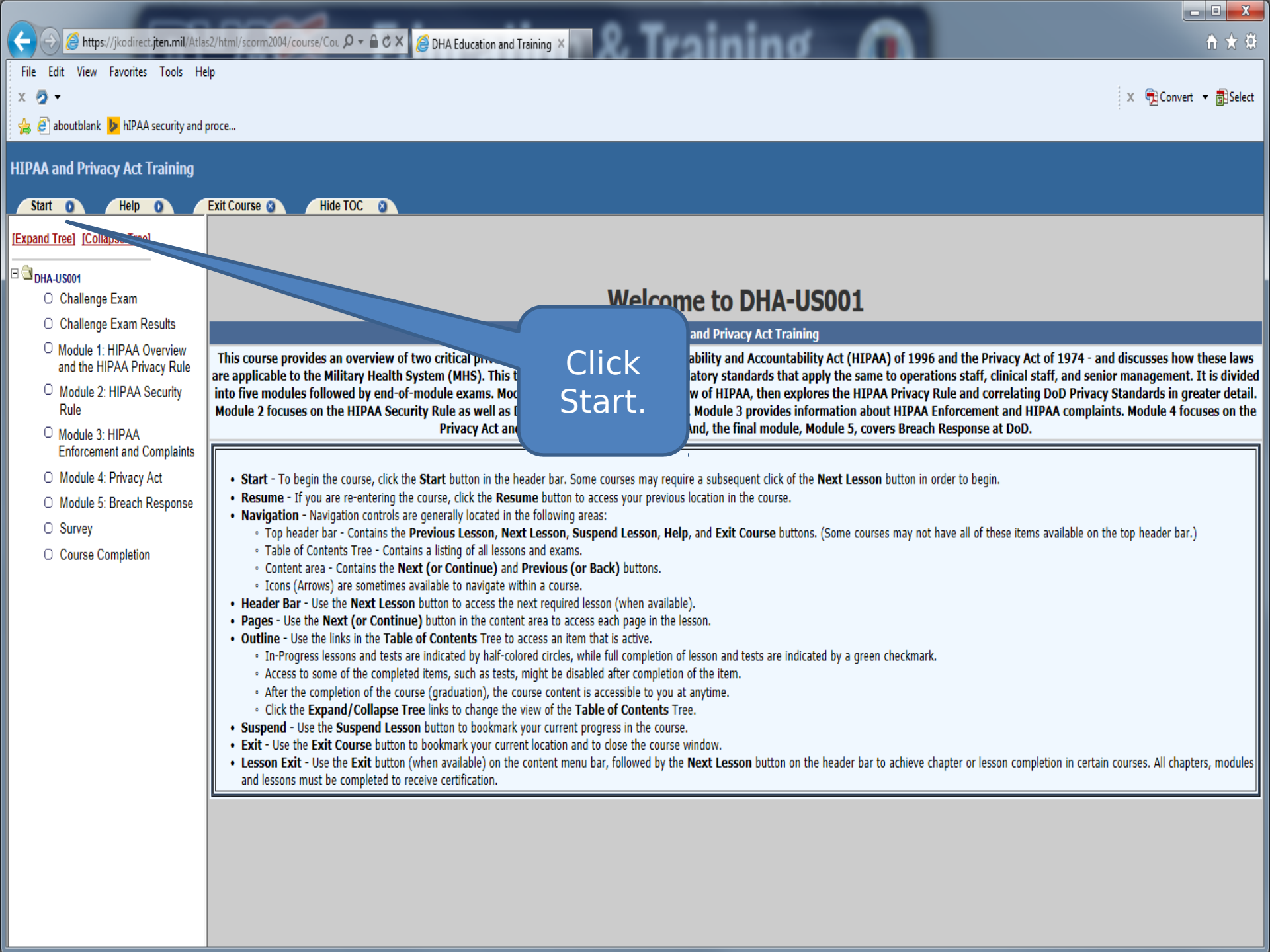
Browse Course Catalog.  
You may browse the Course Catalog using the input and selection fields above each column to filter your results.

Search Clear Search Results per Page: 10

| Partial Course # | HIPAA  | Exclude Enrolled Courses: <input type="checkbox"/> |  |
|------------------|--|--|--|
| Course Number    | Title  | Course Status                                      |  |
| DHA-US001        | <a href="#">HIPAA and Privacy Act Training</a> Link                              | Enrolled<br>Launch                                 |  |
| DHA-US117        | <a href="#">AHLTA: Site HIPAA Audit of v3.3 Records (Virtual Classroom)</a> Link | Enroll   |  |

Contact the help desk at:  
servicecenter@dha.mil • (800) 600-9332 • DSN 312-838-3000

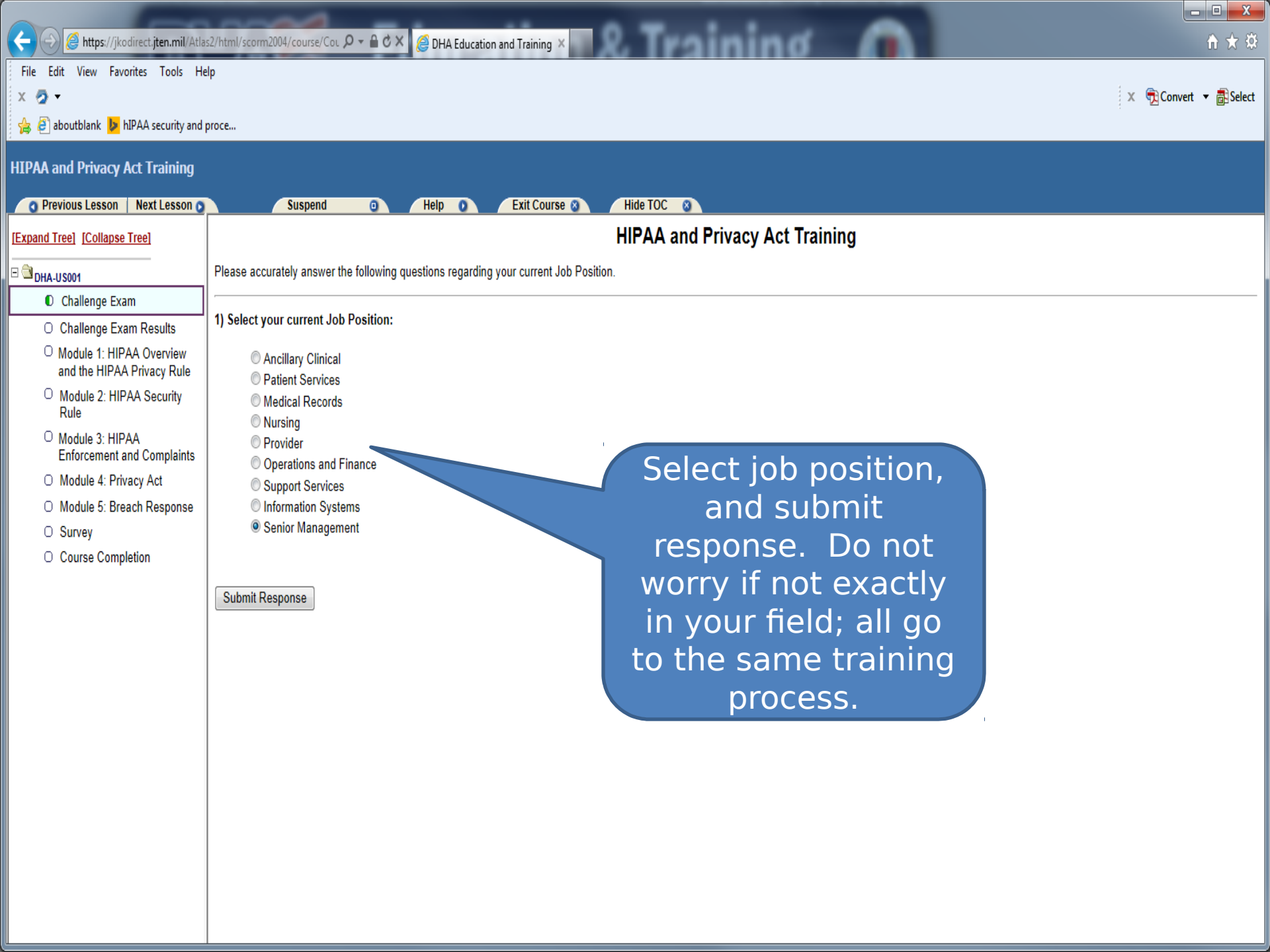
"Train for the Mission...Educate for a Lifetime"



Click  
Start.

This course provides an overview of two critical privacy laws that are applicable to the Military Health System (MHS). This training is divided into five modules followed by end-of-module exams. Module 1 provides an overview of HIPAA, then explores the HIPAA Privacy Rule and correlating DoD Privacy Standards in greater detail. Module 2 focuses on the HIPAA Security Rule as well as the HIPAA Privacy Act and the final module, Module 5, covers Breach Response at DoD.

- **Start** - To begin the course, click the **Start** button in the header bar. Some courses may require a subsequent click of the **Next Lesson** button in order to begin.
- **Resume** - If you are re-entering the course, click the **Resume** button to access your previous location in the course.
- **Navigation** - Navigation controls are generally located in the following areas:
  - Top header bar - Contains the **Previous Lesson**, **Next Lesson**, **Suspend Lesson**, **Help**, and **Exit Course** buttons. (Some courses may not have all of these items available on the top header bar.)
  - Table of Contents Tree - Contains a listing of all lessons and exams.
  - Content area - Contains the **Next (or Continue)** and **Previous (or Back)** buttons.
  - Icons (Arrows) are sometimes available to navigate within a course.
- **Header Bar** - Use the **Next Lesson** button to access the next required lesson (when available).
- **Pages** - Use the **Next (or Continue)** button in the content area to access each page in the lesson.
- **Outline** - Use the links in the **Table of Contents** Tree to access an item that is active.
  - In-Progress lessons and tests are indicated by half-colored circles, while full completion of lesson and tests are indicated by a green checkmark.
  - Access to some of the completed items, such as tests, might be disabled after completion of the item.
  - After the completion of the course (graduation), the course content is accessible to you at anytime.
  - Click the **Expand/Collapse Tree** links to change the view of the **Table of Contents** Tree.
- **Suspend** - Use the **Suspend Lesson** button to bookmark your current progress in the course.
- **Exit** - Use the **Exit Course** button to bookmark your current location and to close the course window.
- **Lesson Exit** - Use the **Exit** button (when available) on the content menu bar, followed by the **Next Lesson** button on the header bar to achieve chapter or lesson completion in certain courses. All chapters, modules and lessons must be completed to receive certification.



[\[Expand Tree\]](#) [\[Collapse Tree\]](#)

- DHA-US001
  - ☒ Challenge Exam
  - ☐ Challenge Exam Results
  - ☐ Module 1: HIPAA Overview and the HIPAA Privacy Rule
  - ☐ Module 2: HIPAA Security Rule
  - ☐ Module 3: HIPAA Enforcement and Complaints
  - ☐ Module 4: Privacy Act
  - ☐ Module 5: Breach Response
  - ☐ Survey
  - ☐ Course Completion

## HIPAA and Privacy Act Training

Please accurately answer the following questions regarding your current Job Position.

### 1) Select your current Job Position:

- ☐ Ancillary Clinical
- ☐ Patient Services
- ☐ Medical Records
- ☐ Nursing
- ☐ Provider
- ☐ Operations and Finance
- ☐ Support Services
- ☐ Information Systems
- ☒ Senior Management

Select job position, and submit response. Do not worry if not exactly in your field; all go to the same training process.

Browser window showing the URL: <https://jtkodirect.ten.mil/Atlas2/html/scorm2004/course/Cou> and the page title: DHA Education and Training.

The page is titled "HIPAA and Privacy Act Training".

Navigation links: Previous Lesson, Next Lesson, Suspend, Help, Exit Course, Hide TOC.

Left sidebar menu:

- [Expand Tree] [Collapse Tree]
- DHA-US001
  - Challenge Exam
  - Challenge Exam Results
  - Module 1: HIPAA Overview and the HIPAA Privacy Rule
  - Module 2: HIPAA Security Rule
  - Module 3: HIPAA Enforcement and Complaints
  - Module 4: Privacy Act
  - Module 5: Breach Response
  - Survey
  - Course Completion

Main content area:

### HIPAA and Privacy Act Training

Please accurately answer the following questions regarding your current Job Position.

2) Is this your first time taking the HIPAA and Privacy Act Training Course?

- ☐ Yes, I need my initial training
- ☐ No, but I need remedial training
- ☒ No, I need annual training

Submit Response

**Select Item #3. No, I need annual training. (this is for refresher training) Then submit Response.**



Browser window showing the URL: <https://jtkodirect.jten.mil/Atlas2/html/scorm2004/course/Col>. The page title is "DHA Education and Training".

## HIPAA and Privacy Act Training

Navigation buttons: Previous Lesson, Next Lesson, Suspend, Help, Exit Course, Hide TOC.

Left sidebar menu:

- ☒ Challenge Exam
- ☐ Challenge Exam Results
- ☐ Module 1: HIPAA Overview and the HIPAA Privacy Rule
- ☐ Module 2: HIPAA Security Rule
- ☐ Module 3: HIPAA Enforcement and Complaints
- ☐ Module 4: Privacy Act
- ☐ Module 5: Breach Response
- ☐ Survey
- ☐ Course Completion

Main content area:

You will now take a Pre Test to determine your knowledge of the subject matter. The goal of the Pre Test is to allow you to "test out" of information you already know. In other words, it is possible to skip a lesson(s) if you are sufficiently familiar with the topic. Once you complete the Pre Test, the course tree will populate with checkmarks next to any lessons you have tested out of.

If you achieve 100% on the Pre Test, click Next Lesson at the top of the screen to continue to the final lesson of the course to receive your course completion certificate.

Click [here](#) to take the Pre Test.

Simply follow the instructions from this point.

If you have questions please call 1-800-600-9332

Or

Mr. Avant @ 719-526-7046